

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs

Department of Consumer and Regulatory Affairs (DCRA)
Administrative Issuance System

DCRA Bulletin No. 2-01A-09

SUBJECT: Building Wide Inspections Procedures

EFFECTIVE DATE: March 5, 2009

EXPIRATION OR REPLACEMENT: Upon revision.

PURPOSE AND AUTHORITY:

This DCRA Administrative Issuance bulletin outlines the administrative procedures for the scheduling and completion of building wide inspections upon request from the Office of the Tenant Advocate.

The Office of the Tenant Advocate (OTA) has a statutory requirement to ensure that all building-wide inspections are organized, conducted and recorded in a manner that provides the tenants of a building with assurances that the regulatory guidelines that bind residential inspections are carried out to the letter of the law. *See* D.C. Official Code § 42-3531.07(2).

SCOPE:

- The procedures outlined in this issuance apply to the following DCRA individuals:
 - Chief Building Official
 - Chief of Staff
 - Combination Inspections Program Manager
 - Community Response Teams (CRTs)

PROVISIONS:

The following procedures have been instituted to ensure that the building-wide tracking mechanism will assure accountability on the part of the DCRA Community Response Teams (CRT).

1. All tenant-initiated requests for building-wide inspections received by DCRA Inspection and Compliance Administration (ICA) will be forwarded to the Office of the Tenant Advocate via email, fax, telephone, or personal appearance.

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2. Upon receipt of a tenant-initiated request for a building-wide inspection, OTA will:
 - a. Provide an email notification to the Chief of Building Inspections, the Combination Inspections Program Manager, and the Chief of Staff;
 - b. Schedule an appointment with the tenant association representative to schedule a visual inspection of the requested property within three business days of receipt of the request;
 - c. Document the results of the visual inspection through a Visual Inspection Report and photographs and provide the TAR with the tenant permission form for completion by all residents ; and
 - d. Perform the OTA Protocol. (The OTA Protocol includes verifying basic business license status, certificate of occupancy status, and building registration status).
3. Within three business days after the completion of the visual inspection, the OTA will transmit a completed building-wide inspection request/package (hard copy or scanned document) to the DCRA Combination Inspections Program Manager. The building-wide inspection request/package will include the following information:
 - a. Name of building;
 - b. Name of Tenant Association contact (if the inspection is being requested by the Tenant Association);
 - c. Results of the OTA Protocol;
 - d. Listing of tenants in the property by name and unit number;
 - e. Tenant-executed entry-authorization forms (if completed during the visual inspection);
 - f. Listing of OTA-observed potential code violations; and
 - g. Provide all photos via e-mail.
4. Within one business day after receipt of the package, the DCRA Combination Inspections Program Manager will:
 - a. Direct the appropriate CRT supervisor to schedule an initial building wide inspection to be conducted within ten business days; and
 - b. Send an email notification to OTA, the Chief Building Inspector, Combination Inspections Program Manager and the DCRA Chief of Staff, identifying the date the building / property will be posted notification of the impending building-wide.
5. Upon receipt of the inspection notification from the Combination Inspections Program Manager, OTA will contact the requesting individual and/or organization regarding the posting date and subsequent scheduled date of inspection.

NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director

INQUIRIES: DCRA, Inspections Division-, 202-481-3545

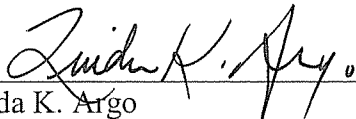
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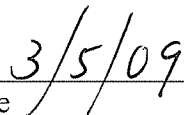
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6. DCRA will post building and perform building-wide on scheduled days.
7. DCRA inspectors will document all inspection results, including but not limited to, updates to the activity log, any issued Notices of Violation, any additional case comments, and photographs taken by the inspector(s), in Accela / CPMS.
8. Within five (5) business days after the property owner(s) and /or agents of the owners have been properly served; DCRA will send copies of any issued Notices of Violation to the relevant tenants, Tenant Association or the OTA for distribution to the Tenant Association.
9. DCRA will coordinate with OTA, if necessary, scheduled reinspections, and timely conduct all reinspections after the expiration of the required abatement period.
10. OTA may access Accela / CPMS to retrieve any information regarding the property inspection for review. OTA may contact the Residential Program Manager to discuss case results and any concerns regarding the case information.

For additional information or clarification, please contact the appropriate Inspections Division, CRT Supervisor, M-F, between 8:15 am – 4:45 pm.



Linda K. Argo
Director



Date

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